

5S METHODOLOGY

OPERATIONAL
EXCELLENCE

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Key Topics



WHAT IS 5S?

Framework



BENEFITS OF USING 5S

Examples of implementation



HOW TO IMPLEMENT

Implementation process and measuring success



RISK & CHALLENGES

Considerations during implementation

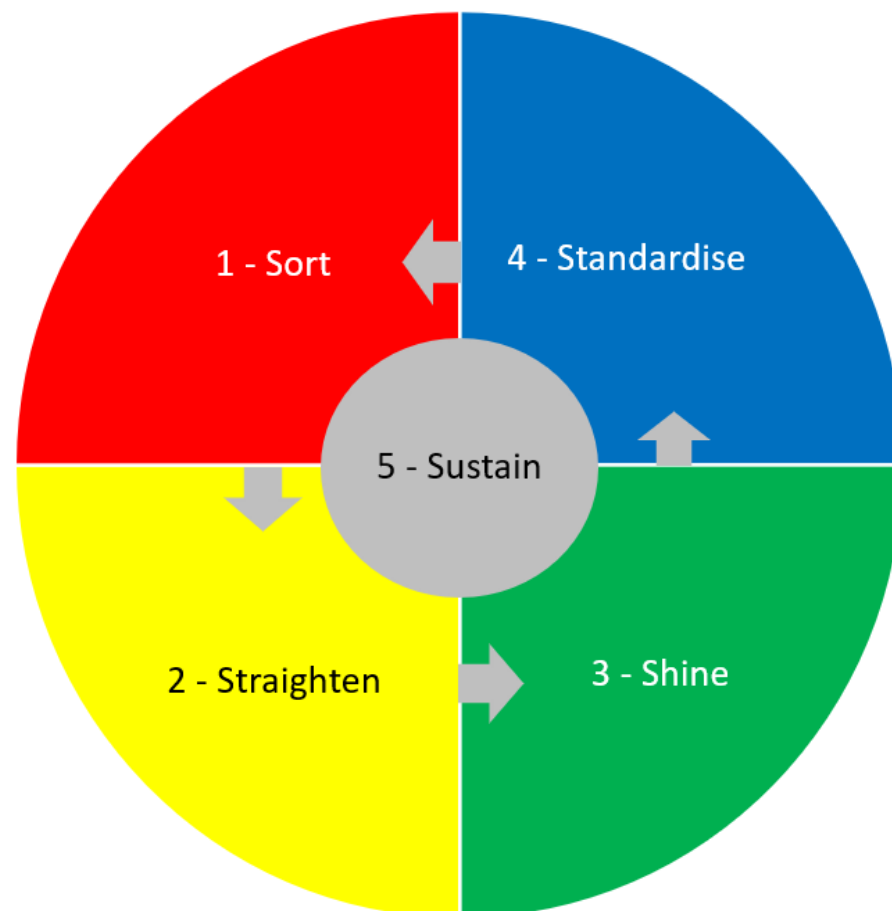


WRAP UP

Conclusion and relationship to other lean methodology

Introduction

5S originated in Japan
Focus on eliminating **waste**
Organised and tidy work environment



5S



SORT SEIRI

Remove excess items
Goal: reduce time spent looking



STRAIGHTEN SEITON

Organise logically and methodically
Goal: smooth and easy workflow



SHINE SEISO

Regular cleaning, inspecting and maintenance
Goal: enhancing efficiency and safety



STANDARDISE SEIKETSU

Create set of rules and instructions
Goal: ensuring practises are repeated



SUSTAIN SHITSUKE

Foster a culture of constant development
goal: suring method is applied continuously

Benefits & Examples

5S Benefits

Waste Reduction

8 Wastes (Muda)

Improved Productivity

Achieve the best, most efficient results

Safer Workplace

Prevent injuries

Provide **Value** to Customers

8 Wastes (Muda)



Over-Production



Waiting



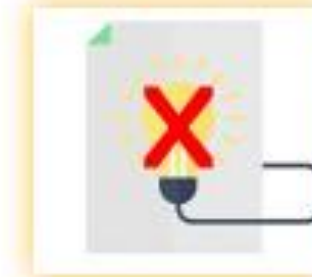
Inventory



Quality Defects



Over-Processing



Unused Creativity



Transportation



Motion



Government of South Australia
SA Health





THE LEAN DIFFERENCE IN VICTORIA

Victoria has applied Lean principles to its entire operation and realized dramatic improvements in a short period of time.

60% REDUCTION IN INJURIES

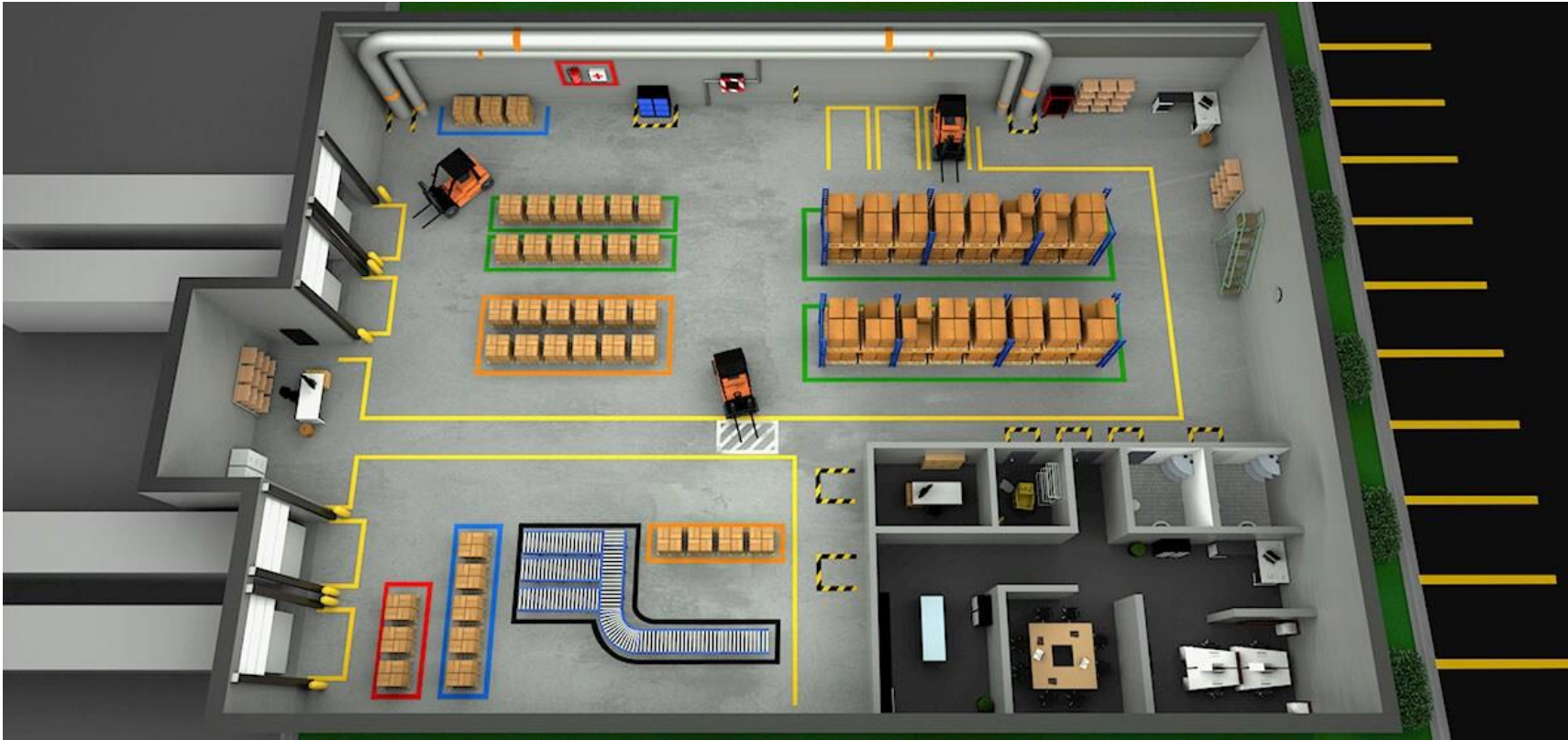
38% REDUCTION IN DEFECTS

51% REDUCTION IN INVENTORY

**85% WORK-IN-PROCESS
INVENTORY REDUCTION**

**70,000+ SQ. FT. OF FLOOR SPACE
REALLOCATED**

**45% IMPROVEMENT
IN PRODUCTION EFFICIENCY**



Medication rooms

Before 5S



Government of South Australia

SA Health

After 5S



Endoscopy

Before 5S



After 5S



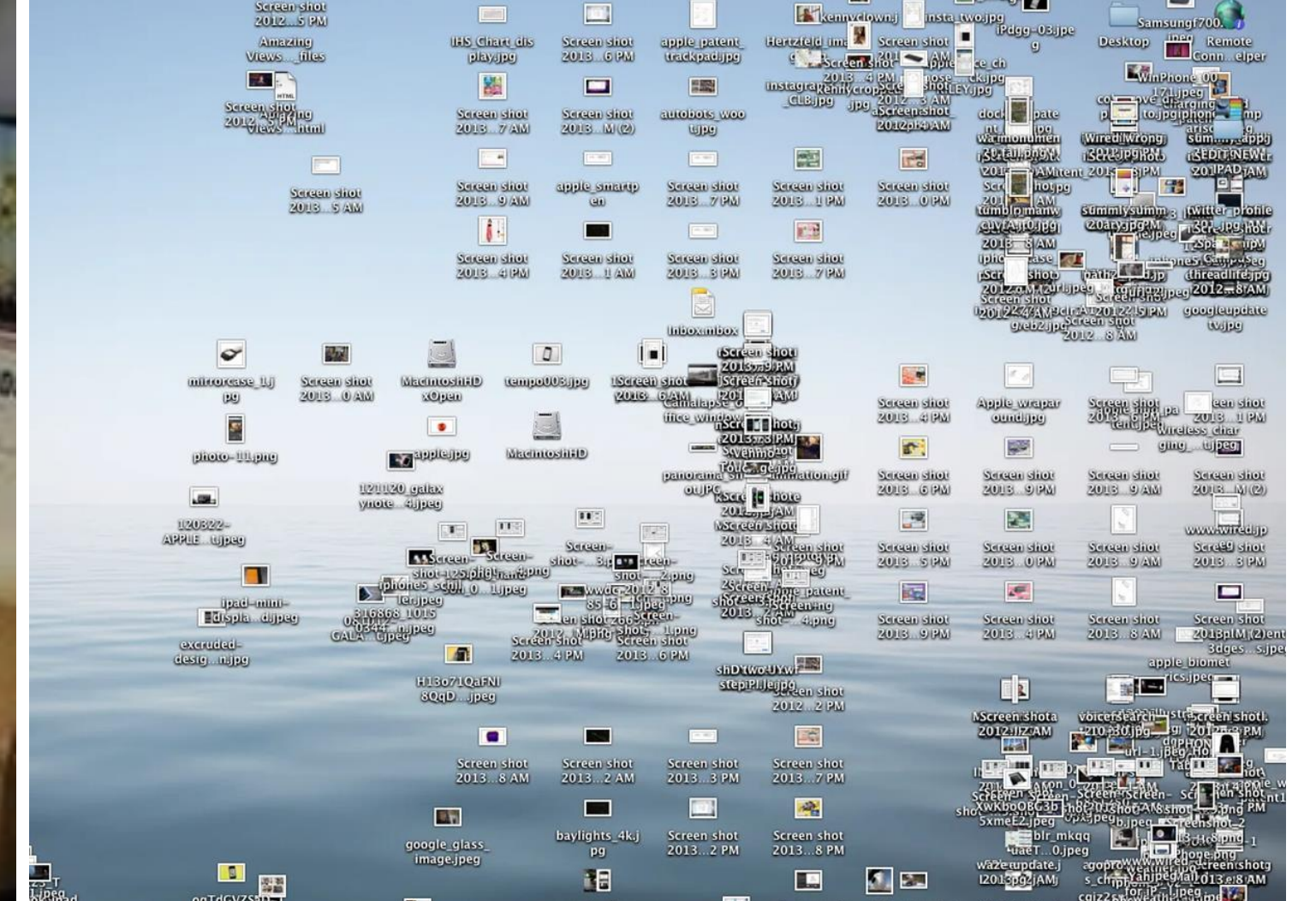
Hand Therapy Clinic

Before 5S



After 5S





search Mail and People

Folders

- FAVORITES
- Inbox 31
- Sent Items
- Drafts
- Deleted Items
- Jim Edelen
 - Inbox 31
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk Email
 - Notes
 - RSS Feeds

all unread to me flagged

NEXT WEEK

✓ Sara Davis TCN Community Announcement Introducing New TCN Community The TCN Commu... Tue 4/1

Library News
 What's Happening at the Library March 15-31! Tue 4/1
 Having trouble viewing this e-mail? Click here <http...

Garth Fort
 Expense reports Tue 4/1
 Hi Jim, Have you submitted your expense reports yet...

Lync Communications
 RESOLVED Awareness: Completed Voice Circu Tue 4/1
 There. That should take care of it. Was this useful? <...

Sara Davis; Rob Young
 1 TB external hdd for \$29.99 after rebat (2) Tue 4/1
<http://www.tigerdirect.com/applications/searchtools/...>

MSWNews
 Inside Track - Week in Review: March 10-14, 2 Tue 4/1
 <<http://msw/Pages/Default.aspx>> INSIDE TRACK WE...

Sara Davis
 ASK: Elliptical recommendations Tue 4/1
 We just bought one from Costco in Kirkland a month...

Rob Young
 Coming to America PR for People® Magazine Tue 4/1
 You're receiving this email because of your relations...

M&M Alert Notification Account
 Q365 Access Control Maintenance Awareness Tue 4/1
 Office 365 Security Access Control Maintenance The...

Rob Young
 This is nice to have on hand for emergencies Tue 4/1
 TPM / Techpost Media [LinkedIn] TPM / Techpost M...

~~Multi-Tasking~~



Gpointstudio / Getty Images

Activity \neq Productivity

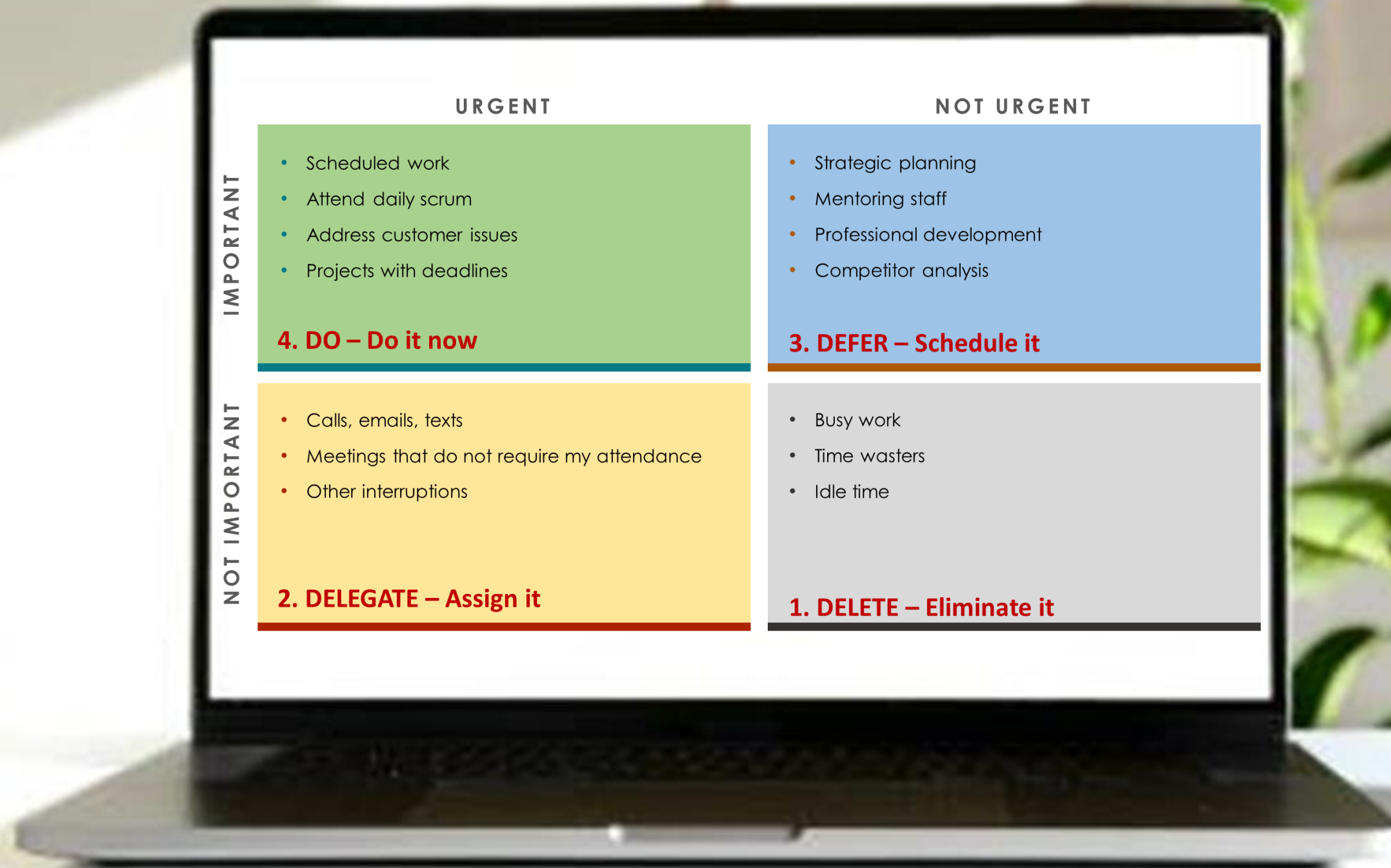
Cost of Distraction:

20 minutes lost per distraction

× 15 email checks per day

= **5 hours** lost "peak" productivity

Mono-Tasking



Use the **One-Touch Principle**: reduces over-processing and motion waste



How to Sustain

- Make it a habit (mindset) to properly maintain 5S and correct issues promptly.

"Habit is the intersection of knowledge (what to do), skill (how to do), and desire (want to do)."
Stephen R. Covey

Implementation & Metrics

How to implement in your business



GET YOUR STAKEHOLDERS INVOLVED

Showcase the benefits,
listen to concerns



IDENTIFY WORKSPACE FOR PILOT

Start small (depending on
size of organisation)

1



SORT

2



SET IN ORDER

3



SHINE

4



STANDARDIZE

5



SUSTAIN



How to measure success



30 SECOND RULE

Can an item be found in less than 30 seconds?



FEEDBACK LOOP

Listen to your team, has their work become easier? Are there any more improvements that could be implemented?



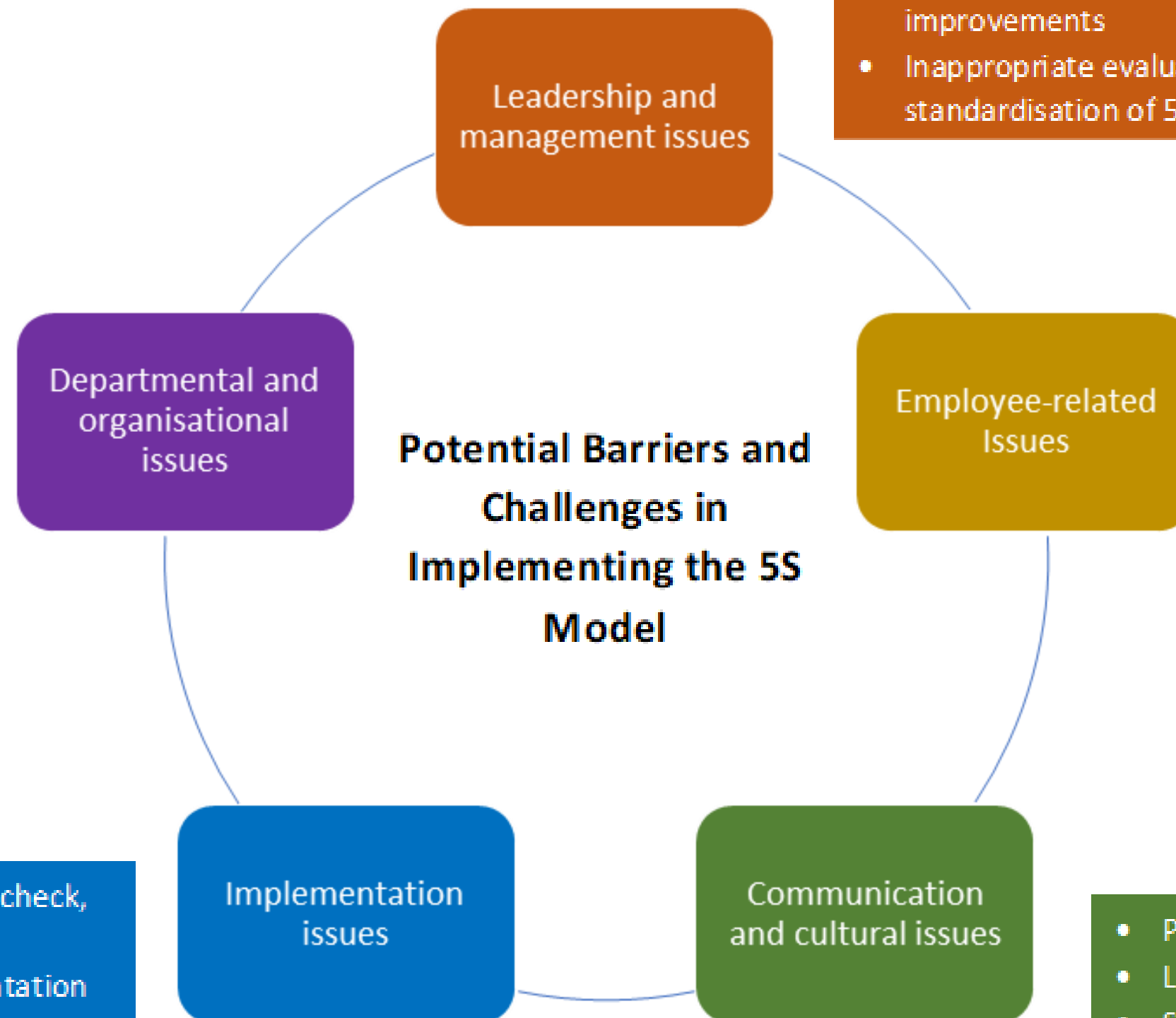
GEMBA WALKS

Go and see



Risks & Challenges

- Weak relationship among departments
- Involvement of position level and attitudes in the organisation
- Non-existence of authorisation at the work floor
- Inability of the medium-level management to oversee the laid-out procedures being strictly adhered at the workplace by the employees
- Absence of encouragement, rewards, and incentives given to the worker for better performance



- Lack of leadership commitment
- Unclear purpose of 5S implementation
- Lack of integration with other quality improvement initiatives
- Inadequate resources for workplace improvements
- Inappropriate evaluation and standardisation of 5S initiatives

- Lack of participation or interests of employees
- Low motivation
- Lack of empowerment
- Intent of employees to do tasks with minimum efforts

- Poor communication lines
- Lack of teamwork and team spirit
- Strained industrial relations
- Wrong perception about the status of 5S program for the organisation
- Lack of culture of implementation

- Lack of application of plan, do, check, act (PDCA).
- Adoption of multiple implementation projects simultaneously by the organisation
- Absence of scheduling, forecasting, and response to any enquiry.

5S & Other OE Approaches

5S vs Kaizen		
Similarities	Both methodologies improve efficiency, reduce waste, and enhance quality in a workplace.	
Differences	5S focuses on organizing and optimizing the workplace to improve efficiency and productivity.	Kaizen ‘s goal is to continually improve processes to increase efficiency and reduce waste.
Conjunction	5S as a starting point for implementing Kaizen. By organizing and optimizing the workplace with 5S, the foundation is laid for a culture of continuous improvement that is essential for Kaizen.	Kaizen can be used to continually improve the 5S methodology itself to identify and address areas for improvement in the 5S process.

5S vs Kanban		
Similarities	Both methodologies improve efficiency and productivity in a workplace.	
Differences	5S focuses on organizing and optimizing the workplace to reduce waste and increase efficiency.	Kanban is used to manage inventory levels and ensure that the right materials are available when they are needed.
Tools Used	Visual management, 5S checklists, Shadow boards etc.	Visual cues such as cards or containers to signal when materials need to be replenished.
Conjunction	5S can create a clean and organized workspace to make it easier to see when materials are running low, which is essential for the successful implementation of a Kanban system.	Kanban systems can be used to manage the inventory of cleaning supplies and tools needed for the Shine step of 5S. By ensuring that the right supplies are always available.

5S vs Six Sigma		
Similarities	Both improve efficiency & productivity in a workplace & can be used together to achieve even greater results.	
Differences	5S focuses on organizing and optimizing the workplace to reduce waste and increase efficiency.	Six Sigma focuses on reducing defects and improving quality by using statistical analysis to identify and eliminate the root causes of problems.
Conjunction	5S can act as a foundation for Six Sigma to create a clean, organized, and efficient work environment, for more effective implementation of Six Sigma.	Six Sigma can be used to continually improve the Lean 5S methodology itself.
	The standardized processes and procedures can make it easier to identify and address quality issues, leading to more effective Six Sigma initiatives.	By using Six Sigma to identify and address areas for improvement in the 5S process, the effectiveness of the methodology can be continually enhanced over time.

Conclusion

The benefits of implementing 5S methodology are clear. By improving our workplace organization and efficiency, we can achieve greater success, better serve our customers, and create a safer and more fulfilling workplace for our employees.

Let's commit to the implementation of 5S and work together to achieve our goals.

THANK YOU



**QUESTIONS OR
COMMENTS?**

